

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

Description of Position	TITLE OF POSITION: <u>Senior Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423300</u>
	SALARY RANGE: <u>312A 28029-30290</u>	REFERENCE POSITION NO.: <u>00051</u>
	Department or Agency Name <u>Education</u>	APPLICATION PERIOD: <u>01/20/06-01/27/06</u>
	Division/Section/Unit <u>Davies School / Guidance</u>	
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: <u>8:30AM-4:00PM</u>	Job Location: <u>Davies School 50 Jenckes Hill Rd. Lincoln, RI</u>
	Restrictions/Limitations: <u>LEAVE TO PROTECT STATUS</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>Council 94 local 2872</u>	
	There is* <u>      </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
Statement of Duties	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>DUTIES / RESPONSIBILITIES:</b>  Perform all office functions consistent with the job classification. To perform a complex word processing and data entry functions on an electronic computer keyboard. To generate involved statistical statements, reports, legal documents, letters and other materials from paper copy, dictaphone or electronic sources utilizing a variety of software applications such as word processing, spreadsheets, and report generators. (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and / or any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>Special Requirement:</b> Receptionist duties daily, rotating summer receptionist duties, process student applications, coordinate and maintain student grade files, contact parents as requested by guidance director & counselors, process appropriate changes in student tracking database, and do related duties in the GUIDANCE OFFICE.	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Davies Career & Technical High School Human Resources 50 Jenckes Hill Road Lincoln, RI 02865 <a href="mailto:hrofficeatdavies@hotmail.com">hrofficeatdavies@hotmail.com</a>	
	<b>Telephone #:</b> <u>728-1500 x260</u> <b>Fax #:</b> <u>728-8910</u> <b>TTY/TDD #:</b> <u>728-1500</u> (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: SENIOR WORD PROCESSING TYPIST**

**Class Code: 02423300**

**Pay Grade: 12A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs; and to do related work as required.

**SUPERVISION RECEIVED:** works under the general supervision of a superior; specific tasks may be given directly by a variety of professionals; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

**SUPERVISION EXERCISED:** generally none, but may occasionally orient other clerical staff to new applications and supervise routine clerical or typing work.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

- To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs.
- To enter data on a variety of keyboard-based equipment and use a variety of data entry procedures such as mainframe CICS, microcomputer spreadsheets and data bases.
- To generate involved statistical statements, reports, legal documents, letters and other materials from paper copy, dictaphone or electronic sources utilizing a variety of software applications such as word processing, spreadsheets, report generators.
- To set up shell formats for repetitive input/output tasks using application documentation.
- To compose routine form letters and reports.
- To maintain records and keep them filed.
- To organize data and determine formats for this data.
- To perform routine equipment procedures such as disk head cleaning, printer ribbon changing, etc.
- To answer the telephone and respond to in-person calls.
- To answer inquiries and/or impart non-technical information regarding programs, policies and services.
- To refer callers and schedule appointments for supervisors.
- To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of general office practices, commercial arithmetic and business English; the ability to perform data entry/word processing functions with reasonable speed and accuracy\* on at least one type of equipment and with at least two types of software package (one of which should be a word processing program; one of which should not be a word processing program); the ability to switch from one type of equipment/application package to another in the course of a day; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs.

Experience: Such as may have been gained through employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs

Or any combination of education and experience that shall be substantially equivalent to the above education and experience.

\*Note: 40 Net WPM- 5 Minutes

Class Revised: April 18, 1993

Editorial Review: 3/15/03